

FAIRFAX COUNTY PARK AUTHORITY

12055 Government Center Parkway
Suite 927
Fairfax, VA 22035-1118



Dear C.I.T. Applicant:

Thank you for your interest in becoming a **Counselor-in-Training (C.I.T.)** for Fairfax County Park Authority's summer Rec-PAC program. Rec-PAC is a structured recreation program with emphasis on leisure skills designed for elementary school children. This year the Rec-PAC program will operate from more than 50 elementary school locations around Fairfax County on weekdays from **June 28** through **August 5, 2004**.

Counselors-in-Training work as part of a staff team to facilitate activities for children. During the summer, students will be assigned to a site and work daily from **8:15 a.m. until 3:45 p.m.** Through this summer position, C.I.T.'s:

- ◆ gain valuable work experience
- ◆ develop new skills
- ◆ practice leadership
- ◆ explore future career possibilities
- ◆ work as a team with college-age staff
- ◆ have fun helping kids

C.I.T.'s must be at least **14 years old to work**. Many C.I.T.'s return year after year, eventually accepting paid Rec-PAC positions when they turn 18 years of age.

To become a C.I.T., here is what you need to do:

1. Select your top three choices for sites from the list of schools and centers. Returning C.I.T.'s have first choice of sites, and while we try to honor site requests, it is not always possible to give everyone their first choice.
2. Complete, sign (both parent & teen) and return these forms **by June 6** via mail or fax:
 - ◆ **C.I.T. Registration Form** - include the appropriate registration fee (check payable to "FCPA" or VISA and Mastercard accepted)
 - ◆ **Counselor-in-Training Agreement** (blue form)
3. Attend an orientation at **Poe Middle School** in Annandale on **Saturday, June 12 from 9:00 a.m. to 12 noon**. You will receive a C.I.T. manual, t-shirt and I.D. card. All participants must attend this training to be a C.I.T. this summer.

How to Contact Us:

CIT Hotline: 24-hour recorded information about the CIT program: **(703) 324-CIT1**

Office: To speak to a staff person 8:00AM – 4:30 PM Monday – Friday: **(703) 324-5514**

Fax: **(703) 631-2004**

Email: recpac@fairfaxcounty.gov and type "CIT FORMS" in subject line

Web: www.fairfaxcounty.gov/parks (for information and downloadable forms)